

Addendum No. 2 to RFP 15-13



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 15-13,
Consultant for Historic Preservation Plan

From: Angela M. Allen, Purchasing Director

Date: September 24th, 2014

Re: Answer questions, change fee structure, include alternate pricing for internship program

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

1. Questions and Answers

Q. Who will determine the division of responsibilities between the consultant and the intern regarding this project?

A. The selected consultant will be primarily responsible for determining the division of responsibilities between the consultant and the intern. However, as the intern will report to the City's Community Preservation Act Manager, she must approve the final division of responsibilities. Please see the attached internship job description (Attachment 1) that includes the expected workload for a selected intern.

Q. If the City is unable to hire an intern to assist with this project, will the City assign a staff person to assist with the project?

A. The City intends to have an intern available to assist with the project and is in discussions with a strong candidate. The City does not have the resources to allow us to commit a staff person to assist with the project in the event we are

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unable to hire an intern (beyond the coordination and administrative assistance provided by the City's Community Preservation Act Manager). The revised pricing sheet attached to the addendum allows interested vendors to quote a different fee for the project if the City is unable to hire an intern.

Q. According to the proposal requirements three references shall be provided. Can we assume that three references should be submitted in total although the proposal might include several parties/subcontractors?

A. You will only be required to submit three total references as the submitting vendor.

Q. Which forms should be furnished if a LLC would perform the work together with a subcontractor? It is assumed that the LLC would fill out the "Certificate of Authority" form. However the subcontractor does not own a business and therefore would not qualify to fill out the "Sole Proprietor Declaration. Would any additional forms need to be furnished for the subcontractor?

A. The submitting vendor will be responsible for submitting a certificate of authority etc. for itself; subcontractors do not need to submit any forms or certifications.

2. Rule for Award.

The Rule for Award shall read as follows:

SECTION 3.0 RULE FOR AWARD

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria as well as price. The City anticipates awarding one contract. The City anticipates an Intern will be provided for the project. As such, the hourly rate for 'With Intern Assistance' will be used to determine the most advantageous price proposal. The contract will be awarded within ninety (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder.

3. Price Proposal.

The fee structure has been changed from an hourly rate to a set fee. See the attached price proposal page (Attachment 2) with pricing options for 'With Intern Assistance' and 'Without Intern Assistance'. Please include the attached price proposal page in a separate sealed envelope when submitting your proposal.

Attachment 1
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CITY OF SOMERVILLE, MASSACHUSETTS
HISTORIC PRESERVATION INTERN JOB DESCRIPTION
2014-2015

Description: The City of Somerville is seeking an intern to assist with the development of its first Historic Preservation Plan, which will provide a comprehensive study of Somerville's extensive historic resources and recommendations for improving the preservation of these resources. The City will hire an experienced consultant beginning in November to develop this plan, and the intern will assist the City in preparing for the consultant and assist the consultant directly once he/she begins work. Anticipated projects for the intern to work on could include but are not limited to:

- Reviewing the historical development of Somerville, past planning efforts in Somerville relevant to historic preservation, and relevant municipal, state, and federal regulations for their impact on the City's historic resources.
- Cataloguing, reviewing, and assessing the inventories and surveys of the City's historic resources
- Cataloguing and reviewing existing easements and National Register listed properties
- Assisting with the creation of an inventory of historic municipal properties
- Conducting site visits
- Preparing for a public meeting to share the history and current state of historic preservation in Somerville and gather feedback from residents about the City's history resources.
- Researching innovative and/or successful historic preservation efforts in other communities
- Drafting sections of the Historic Preservation Plan.

About Somerville: Somerville is a city of 80,000 residents located two miles outside of Boston. Under the leadership of Mayor Joseph Curtatone, the City has received numerous accolades for its innovative and efficient approach to governing. This Historic Preservation Plan will provide the City with the data and recommendations needed to extend this approach to preserving Somerville's historic resources.

Qualifications: Interested candidates should have training in historic preservation, have experience working with the public, have strong organization and computer skills, be detail oriented, and be able to work independently.

Details: The intern will report to the City's Community Preservation Act Manager and is expected to work from October through May, though there is flexibility regarding the work period, as well as hours (10 to 20 per week) and schedule. The position is unpaid, but the City will guarantee work in exchange for class credit. Interested individuals should send their resume to Emily Monea at emonea@somervillema.gov

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SECTION 4.0
PRICING

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

Consultant for Historic Preservation Plan

The Offeror proposes to furnish and deliver the services specified at the following prices that include delivery, the cost of fuel, the cost of labor and all other charges related to successful completion of trips. Prices are to remain the same for the entire contract period.

Fee Breakdown

Consulting services culminating in a complete Historic Preservation Plan. Please provide total project fees for completing the project with intern assistance and without intern assistance.

	With Intern Assistance 11/3/2014 - 5/6/2015	Without Intern Assistance 11/3/2014 – 5/6/2015
Total Project Cost	\$_____	\$_____

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS:_____

CITY/STATE/ZIP:_____

TELEPHONE/FAX/EMAIL:_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:_____

Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

ACKNOWLEDGEMENT OF ADDENDUMS:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____